

# Comparisons of Job Characteristics

**Focus Occupation:** Education Administrators, Elementary and Secondary School (11-9032)  
**Associated Occupation:** Education Administrators, Preschool and Childcare Center/Program (11-9031)

Compare Knowledge  
 Compare Skills  
 Compare Abilities  
 Compare Detailed Work Activities  
 Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

**Focus Occupation:** Education Administrators, Elementary and Secondary School (11-9032)

**Associated Occupation:** Education Administrators, Preschool and Childcare Center/Program (11-9031)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Education and Training	9.2	18.6	22.6	>>	Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	17.8	19.9	>	Current knowledge level is likely sufficient
Administration and Management	8.4	16.2	18.0	>	Current knowledge level is likely sufficient
English Language	11.2	14.1	20.8	>>	Current knowledge level is likely more than sufficient
Personnel and Human Resources	5.6	13.3	14.7	>	Current knowledge level is likely sufficient
Psychology	6.4	13.0	14.1	0	Current knowledge level may be sufficient
Clerical	7.3	12.9	12.2	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	9.1	11.8	>>	Current knowledge level is likely more than sufficient
Philosophy and Theology	3.2	9.0	9.9	>	Current knowledge level is likely sufficient
Sociology and Anthropology	4.1	8.7	11.4	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 96

**Focus Occupation:** Education Administrators, Elementary and Secondary School (11-9032)

**Associated Occupation:** Education Administrators, Preschool and Childcare Center/Program (11-9031)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
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Monitoring	9.9	13.6	14.8	0	Current skill level may be sufficient
Time Management	8.9	12.9	12.2	0	Current skill level may be sufficient
Coordination	9.1	12.6	13.9	>	Skill level is likely sufficient
Management of Personnel Resources	6.9	12.3	14.2	>	Skill level is likely sufficient
Social Perceptiveness	9.1	12.3	14.3	>	Skill level is likely sufficient
Learning Strategies	7.2	11.4	15.2	>>	Skill level is likely more than sufficient
Negotiation	6.8	11.2	11.4	0	Current skill level may be sufficient
Service Orientation	7.9	11.2	10.8	0	Current skill level may be sufficient
Systems Evaluation	6.4	9.8	12.3	>	Skill level is likely sufficient
Management of Material Resources	3.7	8.1	8.7	0	Current skill level may be sufficient
Management of Financial Resources	3.3	6.9	10.6	>>	Skill level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 98			
Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032) Associated Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	15.0	16.5	>	Current ability level is likely sufficient
Written Comprehension	11.0	14.8	15.1	0	Current ability level may be sufficient
Written Expression	9.8	14.4	15.0	0	Current ability level may be sufficient
Fluency of Ideas	7.6	9.4	12.8	>>	Current ability level is likely more than sufficient
Memorization	5.6	8.2	7.6	0	Current ability level may be sufficient
Speed of Closure	5.9	7.3	7.1	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 100
Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032) Associated Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)		
Work Activities	Exclusivity of Activity	
Analyze operational or management reports or records	62	
Analyze organizational operating practices or procedures	70	
Analyze survey data to forecast enrollment changes	95	
Assign work to staff or employees	30	
Conduct or attend staff meetings	47	

Conduct parent conferences	75
Conduct training for personnel	30
Consult with parents or school personnel to determine student needs	92
Coordinate educational content	76
Coordinate employee continuing education programs	81
Coordinate instructional outcomes	92
Develop budgets	56
Develop instructional materials	38
Develop policies, procedures, methods, or standards	21
Develop staffing plan	77
Direct and coordinate activities of workers or staff	3
Establish educational policy or academic codes	95
Establish employee performance standards	69
Evaluate information from employment interviews	72
Evaluate performance of employees or contract personnel	54
Explain rules, policies or regulations	48
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain educational records, reports, or files	43
Make presentations	13
Motivate workers to achieve work goals	85
Orient new employees	59
Oversee execution of organizational or program policies	49
Oversee site-based school management	95
Plan meetings or conferences	77
Prepare educational reports	44
Prepare instruction manuals	78
Recommend modifications to educational programs	92
Recommend personnel actions, such as promotions, transfers, and dismissals	72
Resolve problems in educational settings	92
Use government regulations	44
Use interpersonal communication techniques	10
Use interviewing procedures	23
Use public speaking techniques	13
Use teaching techniques	29
Use time management techniques	92
Write public sector or educational grant proposals	87

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 86

**Focus Occupation: Education Administrators, Elementary and Secondary School (11-9032)**

**Associated Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)**

Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.